



Position Available

Chief Financial Officer

Southwest Michigan Behavioral Health • 5250 Lovers Lane, Ste. 200 • Portage, MI • 49002

February 20, 2015

Position Description:

Position Title: Chief Financial Officer

Department: Finance

Reports To: Executive Officer

Southwest Michigan Behavioral Health (SWMBH) is a \$200 million governmental entity managing multiple Michigan Department of Community Health benefits management contracts and business lines over an eight county region in Southwest Michigan.

SWMBH is seeking a Chief Financial Officer (CFO) who, in collaboration with the Executive Officer (EO), ensures that the financial systems of the regional entity are carried out in a manner that improves the lives of individuals living with mental health and intellectual disabilities within the eight-county region. The CFO serves as the financial liaison for the region and is the interface between the Department of Community Health (DCH) and Community Mental Health Services Programs (CMHSP's) of Southwest Michigan Behavioral Health SWMBH for all services related to business lines managed by SWMBH. The CFO ensures the accuracy, integrity, efficiency and effectiveness of the SWMBH financial systems.

Duties and Responsibilities

- Plans, develops, organizes, implements, directs, and evaluates the organization's fiscal function and performance.
- Directs the development and implementation of fiscal policies, procedures, and practices and ensures that they comply with generally accepted accounting principles, Michigan Department of Community Health (MDCH), Medicaid and other relevant Federal, State, and local requirements.
- Provides strategic financial input and leadership on decision making issues.
- Evaluates and advises on the impact of long range planning, introduction of new programs/strategies, and regulatory action.
- Develops credibility for the finance group by providing timely and accurate analysis of budgets, financial reports, and financial trends in order to assist the Board, the EO, and senior management in performing their responsibilities.
- Delivers continual improvement of the budgeting process through education of department directors.
- Optimizes the handling of bank and deposit relationships and initiates appropriate strategies to enhance cash position.
- Develops a reliable cash flow projection process and reporting mechanism.
- Assumes an advisor role from the financial perspective on any contracts into which the organization may enter.
- Evaluates the finance division structure and team plan for continual improvement.
- Leads and facilitates Finance Committee meetings and effectively communicates and disseminates information from these meetings with other SWMBH committees and workgroups.
- Develops and implements a system of internal controls, including internal audits to monitor financial status to assure fiscal viability.
- Prepares and distributes timely and accurate annual budgets, financial reports, presentations and analyses, as requested.
- Performs other related functions as assigned.

Essential Functions:

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- The CFO is responsible for directing the fiscal responsibilities of the organization in accordance with generally accepted accounting principles issued by the Governmental Accounting Standards Board, Financial Accounting Standards Board, Office of Management and Budget, and other regulatory and advisory organizations and in accordance with financial management techniques and practices.

Qualifications

- Master's Degree in Business Administration, Accounting or a related field is required; Certified Public Accountant is preferred.
- Minimum of five years of accounting experience in health care, CMH, government, or a related industry is required; minimum of three years of supervisory experience is required.
- Demonstrated knowledge of MDCH finance guidelines and Federal, State, and local regulations governing areas of responsibility.
- Demonstrated experience managing multiple projects simultaneously.
- Exceptional skills in interpersonal and human relations, facilitation and collaboration, organizational and leadership, and critical thinking.
- Cultural competence and commitment to diversity and excellence.
- Collaborative, supporting personality that can inspire change in other functional areas.
- Life experiences with diverse racial, ethnic, and cultural backgrounds, including experience with behavioral health issues is preferred.
- Must be supportive of culturally competent recovery-based practices and person-centered planning as a shared decision-making process.
- Must support a trauma informed culture of safety to aid consumers in their recovery process.
- Working knowledge of Microsoft Windows including: Word, Excel, Outlook, and PowerPoint applications.

Individuals of diverse racial, ethnic, and cultural backgrounds including those with lived experience with behavioral health issues along with bilingual candidates are encouraged to apply.

Salary will be dependent upon one's level of experience. Offering a competitive salary plus comprehensive benefits package. Only those candidates that match the specifications of this job will be contacted.

If you would like to be considered for this position, please complete application and submit your CV through the Southwest Michigan Behavioral Health website: www.swmbh.org by March 15, 2015.

SNAPSHOT

Job Title: Chief Financial Officer

Experience: 5 Years

Position Type: Finance

Industry: Healthcare

Required Travel: Regional

Manages Others: Yes